

Team: Accounting

Date: 01/01/01

INPUT DRAFT-ILLUSTRATIVE

## Action Plan Summary

Key Assumptions			
<ul style="list-style-type: none"> <li>- Opportunity to reduce FTE requirements in transaction processing by integration with FMS</li> <li>- Accounts receivable functions will be brought in house later</li> <li>- Accounts payable function critical to demonstrate adequate controls</li> <li>- Functions assumed which are currently performed outside of SFA will not be accompanied by transferred FTEs</li> </ul>			
Team Goals		Key Success Indicators	
<ul style="list-style-type: none"> <li>- Integrate transaction process function with FMS operations (M,M)</li> <li>- Implement accounts payable process (H,M)</li> <li>- Improve controls to reduce time spent on reconciliation (M,M)</li> <li>- Create grants accounting function (M,M)</li> </ul> <p>Additional Goals</p> <ul style="list-style-type: none"> <li>— Ensure that employees feel free to do whatever is necessary to meet our customers needs</li> <li>- Assess the value we provide to our clients and measure their satisfaction with our products and services</li> <li>— Encourage cross-organizational leadership</li> <li>— Train and mentor to develop necessary management and leadership skills and behaviors</li> <li>— Empower employees and let them have input into critical decisions</li> <li>— Create processes for two way communication and acknowledging feedback</li> <li>— Define and clearly communicate performance expectations and measure results</li> <li>— Encourage and reward innovation and accountability</li> <li>— Create an environment which encourages people to constructively work together to achieve shared goals</li> </ul>		<ul style="list-style-type: none"> <li>- Integrated process in place by 04/01/01</li> <li>- Process operational by 05/01/01</li> <li>- Time on reconciliation reduced by 50%</li> <li>- Function operational by 04/01/01</li> </ul>	
Process/Function	Current	Total	Role In Goal Achievement
- Transaction Analysis	5.75	24.5	- Create basic transaction processing capability within SFA, demonstrate control and establish data integrity and help integrate Trans Analysis with FMS
- Analysis	1	1	- Help implement controls to reduce time on reconciliation
- Reporting	2	3	
- Policies & procedures	.75	4	
- Project support and crisis	1.5	2.5	
- Accounts payable	0	8	- Help with the accounts payable process
- Accounts Receivable	0	2	
- Travel Management	0	2	
- Total	11	47	

Key Actions	Impact	Start	Complete	Responsibility
- Perform analysis in conjunction with FMS operations to assess opportunities to integrate the transaction processing and FMS operations functions	- Integration plan developed	12/01/00	01/01/01	Sakai
- Integrate FMS and Transaction Analysis functions	- Amount of FTEs needed is reduced	01/01/01	04/01/01	Sakai
- Hire accounts payable positions incrementally	- This allows for CFO to take the accounts payable function in to it's operations	03/01/01	05/01/01	Sakai
- Design and implement better controls	- This will reduce time spent on reconciliation	01/01/01	02/15/01	Sakai
- Create grants team processes and hire grants team FTEs	- Grants team up and running	01/01/01	04/01/01/	Sakai

## Function/Activity Detail

Process/Function	FTE's	Description of Key Work Activities
Transaction Analysis		
Budgetary Accounting	0/6	
Proprietary Accounting	2/3.75	
Interest Calculation	.25/.25	
Bank Reconciliation	1/.25	
Proprietary Accounting Reconciliation	2.5/2	
Perkins Loan Requests	0/.5	
General Ledger	0/4	
Payroll Accounting	0/2	
Analysis		
Proprietary Accounting analysis	1/0	
Reporting		
Standard Form 224 (SF224)	1/1	
System Balancing Variances	1/0	
Policies & Procedures		
Policy Issues	.5/1.25	
Desk Procedures	.25/2	
Project support & crisis response		
Project Support & Crises	1.5/1	
Accounts payable		
Accounts Payable	0/8	
Accounts receivable		
Accounts Receivable	0/2	
Travel management		
Travel Accounting	0/2	
Total	11/36	